

Town Hall Meeting October 14, 2002

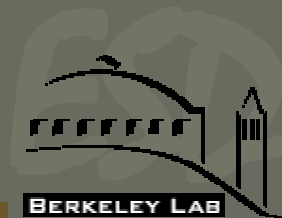
G.S. Bodvarsson, Director
Earth Sciences Division

*“We must continually strive for improvement in all aspects of our work from
EH&S to scientific excellence”*



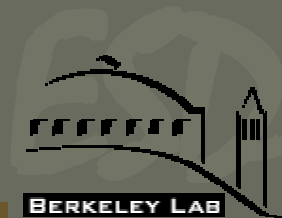
Agenda

- Division Update
- Scientific Talks
 - Mark Conrad
 - Seiji Nakagawa
- General Discussion



Outline

- EH&S
- Our Organization
- The Way We Do Business
- Communication & Professional Development
- Our People
- Discussion



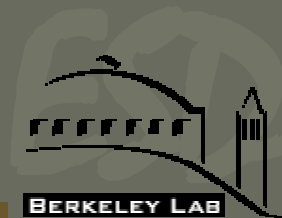
Accomplishments/EH&S

■ October 2001

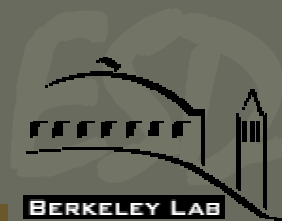
- Accidents—conduct regular inspections
- Ergonomics—identify and correct deficiencies
- Lines of Authority – identify “home” and “host” supervisors
- ISM Plan – every employee must read and understand

■ October 2002

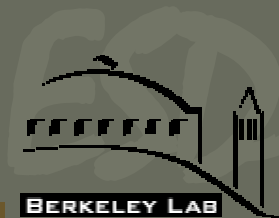
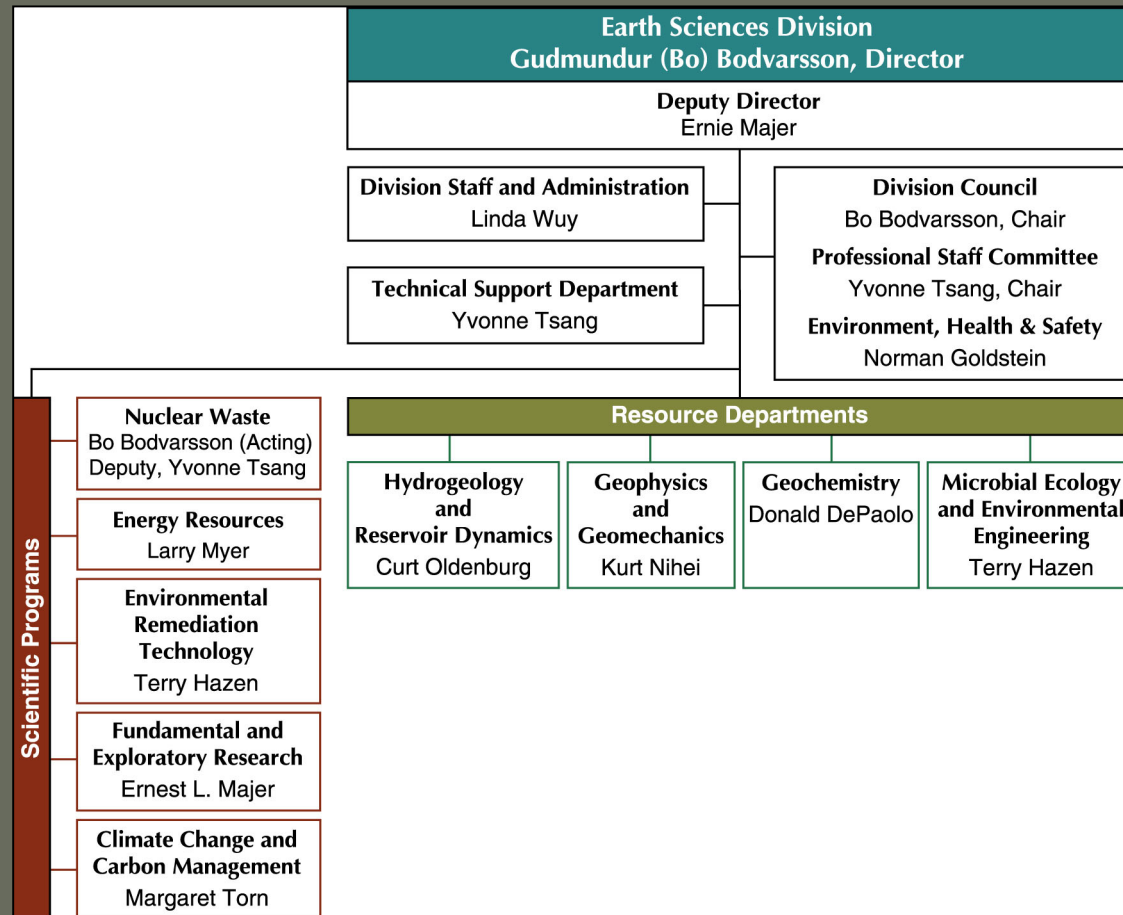
- We have decreased occurrences significantly
- We have made a significant number of evaluations
- Have implemented a much clearer approach
- Needs improvement, we are at ~50% – NOT GOOD ENOUGH



OUR ORGANIZATION



ESD Organization



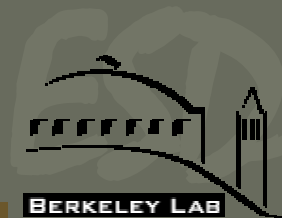
Accomplishments/Organization

■ October 2001

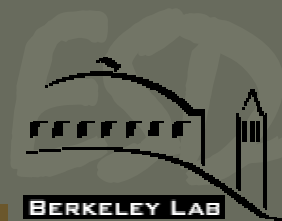
- Open Deputy Director Position
- Start serious succession planning
- Take a fresh look at current structure to see if it still makes sense – or revise it

■ October 2002

- Ernie Majer – new Deputy Director
- Rotational department head appointments of ~3 years.
New Department Heads:
 - I Curt Oldenburg, HRD
 - I Kurt Nihei, G&G
- We will be addressing this at our annual Division Council off-site later this year



THE WAY WE DO BUSINESS



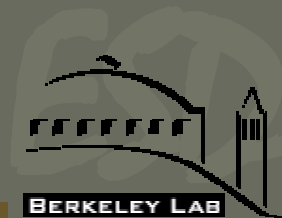
Accomplishments/Mission

■ October 2001

- Develop new major programs in:
 - l Water cycle
 - l Anti-terrorism science
 - l Nanoscience
 - l Vadose zone
 - l YMP-Science and Technology Program
 - l Center for Deep Underground Science
 - l CO₂ Center
 - l Long-term stewardship

■ October 2002

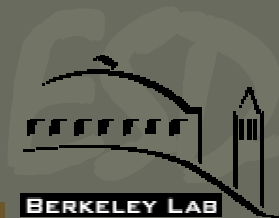
- **GENOMES TO LIFE FUNDED!**
- In progress
- LDRD was not funded
- Working to become part of the Molecular Foundry
- Working with OCRWM to lead effort
- \$3M in 2nd round proposals submitted
- Joe Wang leading Geosciences Research Plan
- Larry Myer leading effort
- No progress



Budget Outlook

- Annual Budget of ~\$30M
- FY03 Carryover ~\$12M
- Additional Funding of \$2M possible for YMP S&T Program

RESEARCH DIVISIONS	FY 2002 PROVISIONAL	FY 2003 PROPOSED	RATE CHANGE
Accelerator and Fusion Research	16.6%	16.6%	-
Advanced Light Source	15.0%	15.5%	0.5%
Chemical Sciences	14.5%	14.5%	-
Computing Sciences Research & National Facility Operations	17.9%	17.9%	-
Earth Sciences	17.0%	15.0%	-2.0%
Environmental Energy & Technology Division	17.0%	17.0%	-
Genomics	8.6%	4.8%	-3.8%
Life Sciences	19.6%	19.6%	-
Material Sciences	16.0%	16.0%	-
Nuclear Sciences	13.1%	13.1%	-
Physics	15.0%	16.0%	1.0%
Physical Biosciences	19.6%	19.6%	-



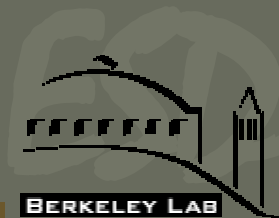
PRD/P2R – Summary

■ PRD's

- I Supervisors complete PRDs for S&E's on June 20, 2002
- I Division Director and HR Review all PRDs in late July
- I Division Director meets with Dr. Shank in early September to defend all PRD evaluations
- I All PRD reviews and discussions completed in early October
- I Division Director to meet with Dr. Shank on October 14th to discuss salary setting

■ P2R's

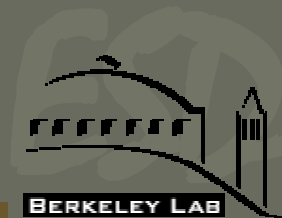
- I Supervisors complete PRDs for Non-S&E's on June 20, 2002
- I Division Director and HR Review all P2Rs in late July
- I All P2R reviews and discussions completed in late September



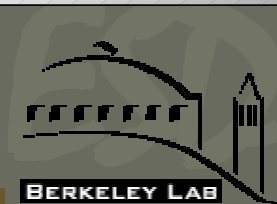
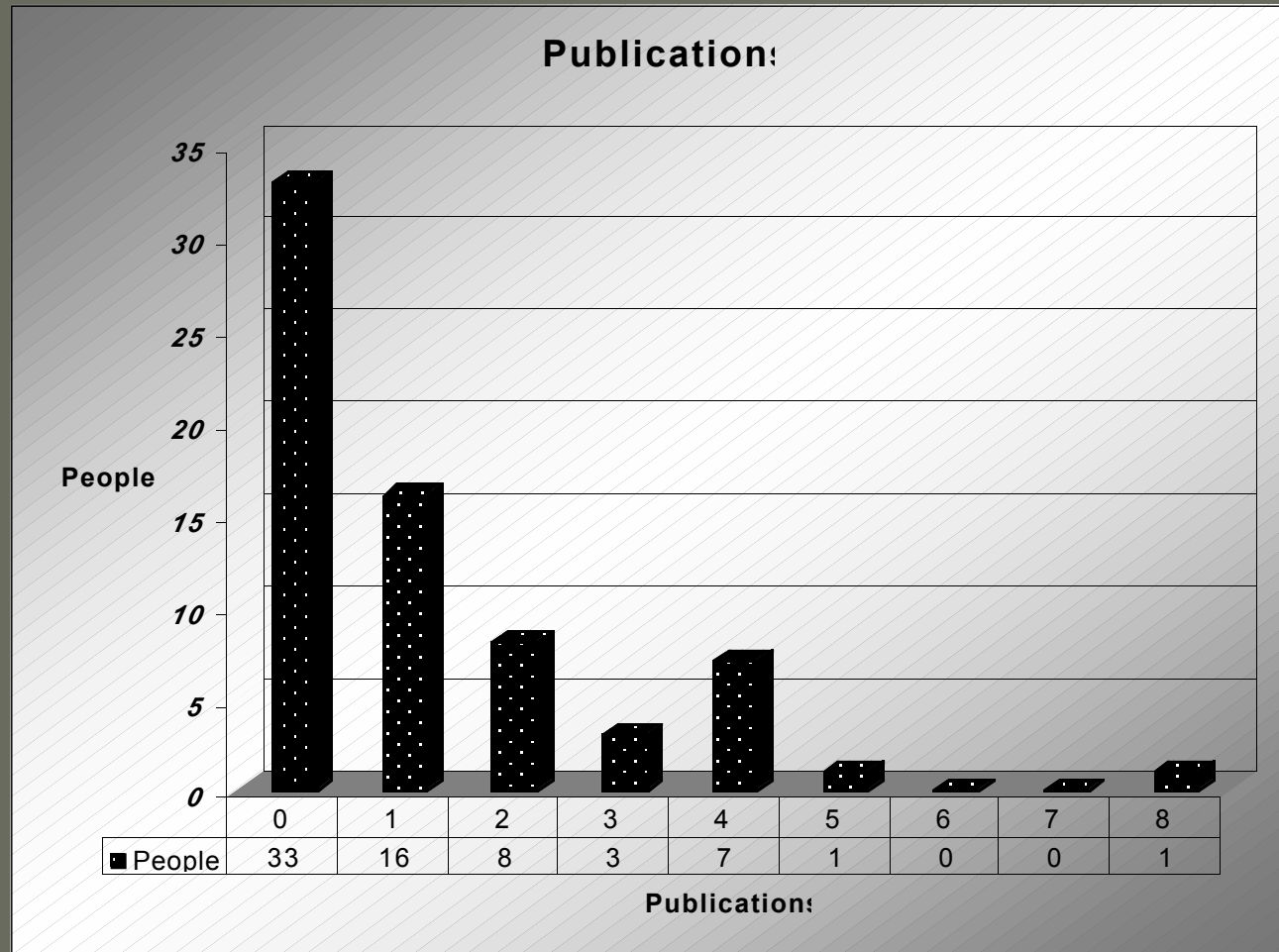
FY02 Staff Evaluations

- S&E's average rating is "Very Good"
- Technical & Administrative Staff rating is "Very Good +"
- Administrative Staff rating is "Very Good+"

**Is this evaluation appropriate for a
Division that published 82 journal papers
this year?**

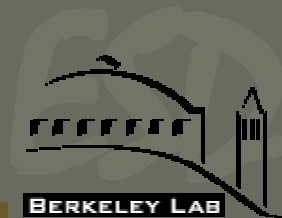


Publications – Output

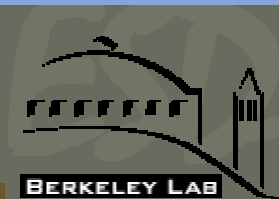
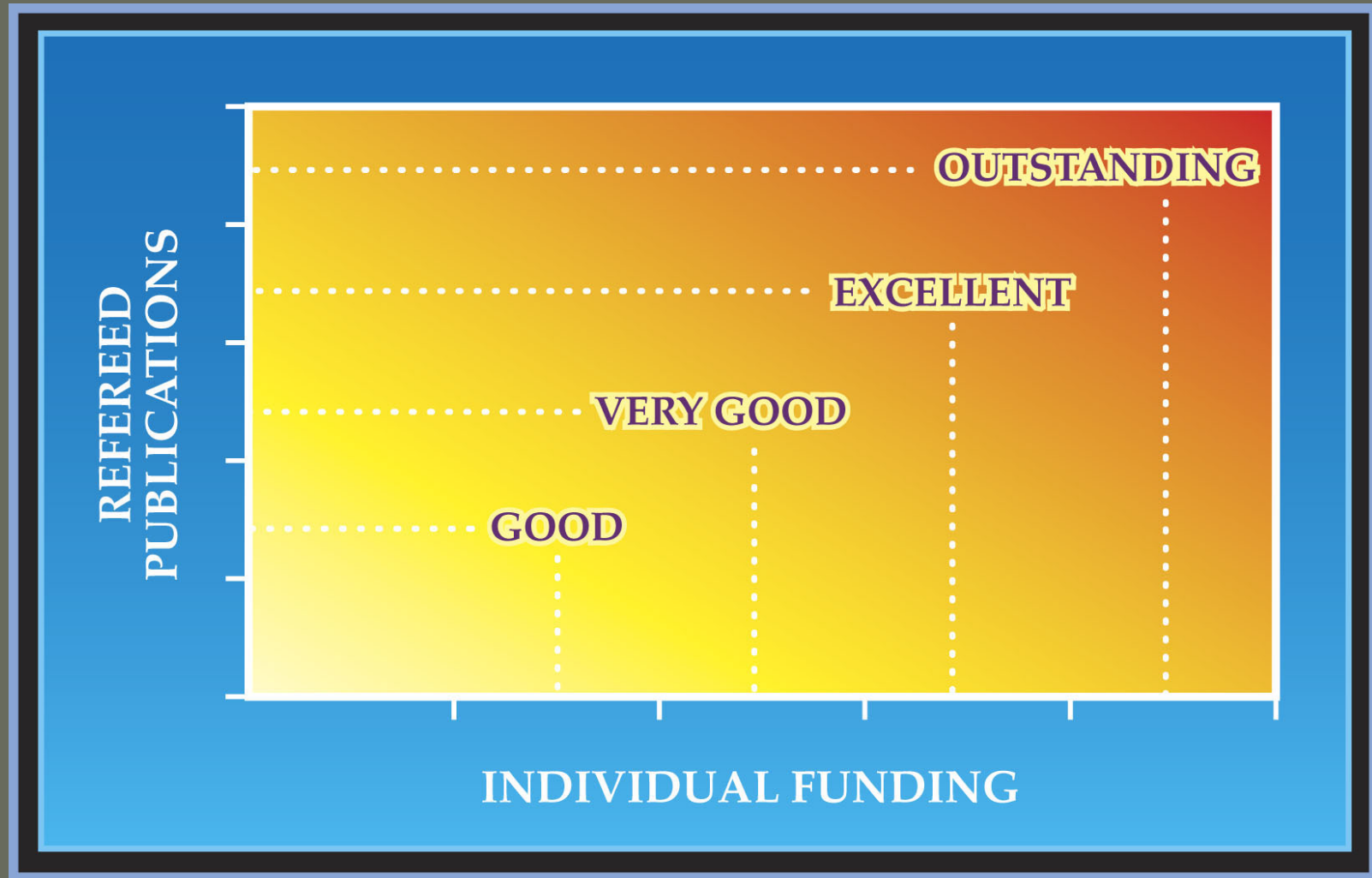


Expectations for Scientists

- Complex issue?
- Different for scientists, staff scientists and senior staff scientists?
- Depends on type of work; laboratory, field work or modeling?
- How about Nuclear Waste scientists with ~30% QA burden?
- We must collectively address this.



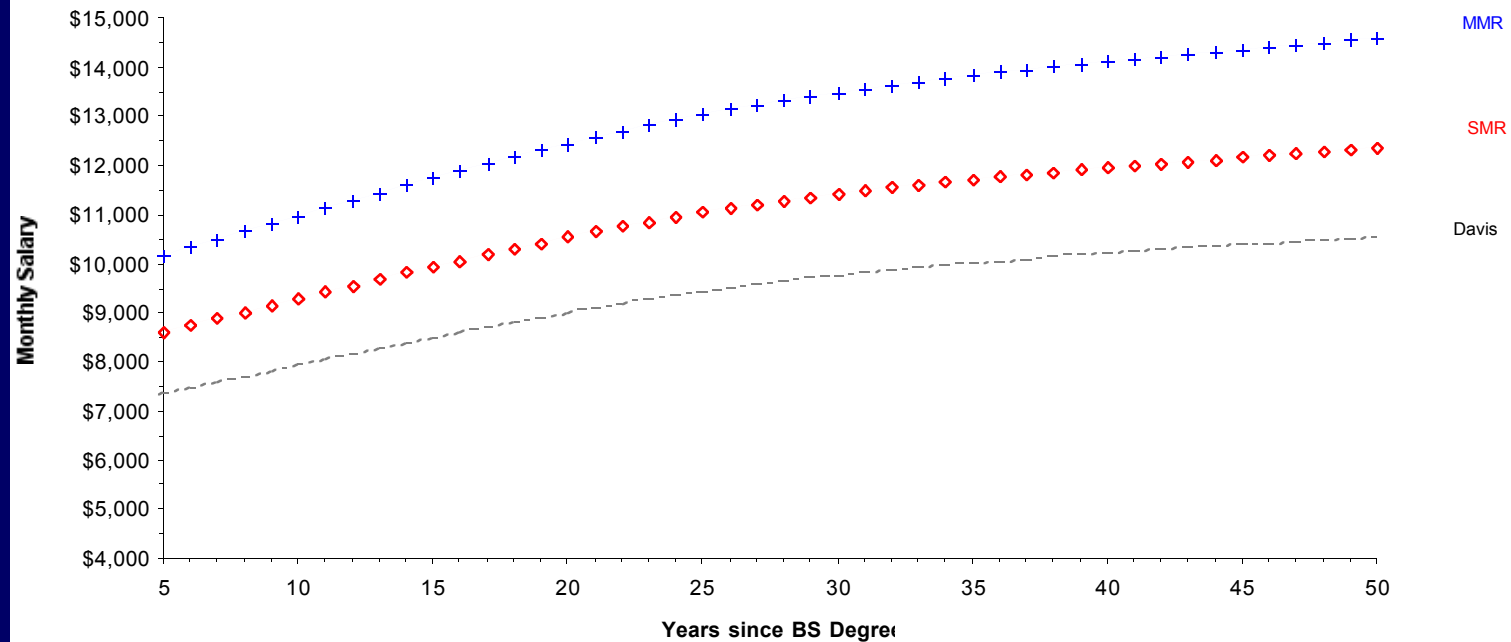
? Reasonable Expectations ?



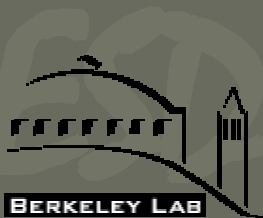
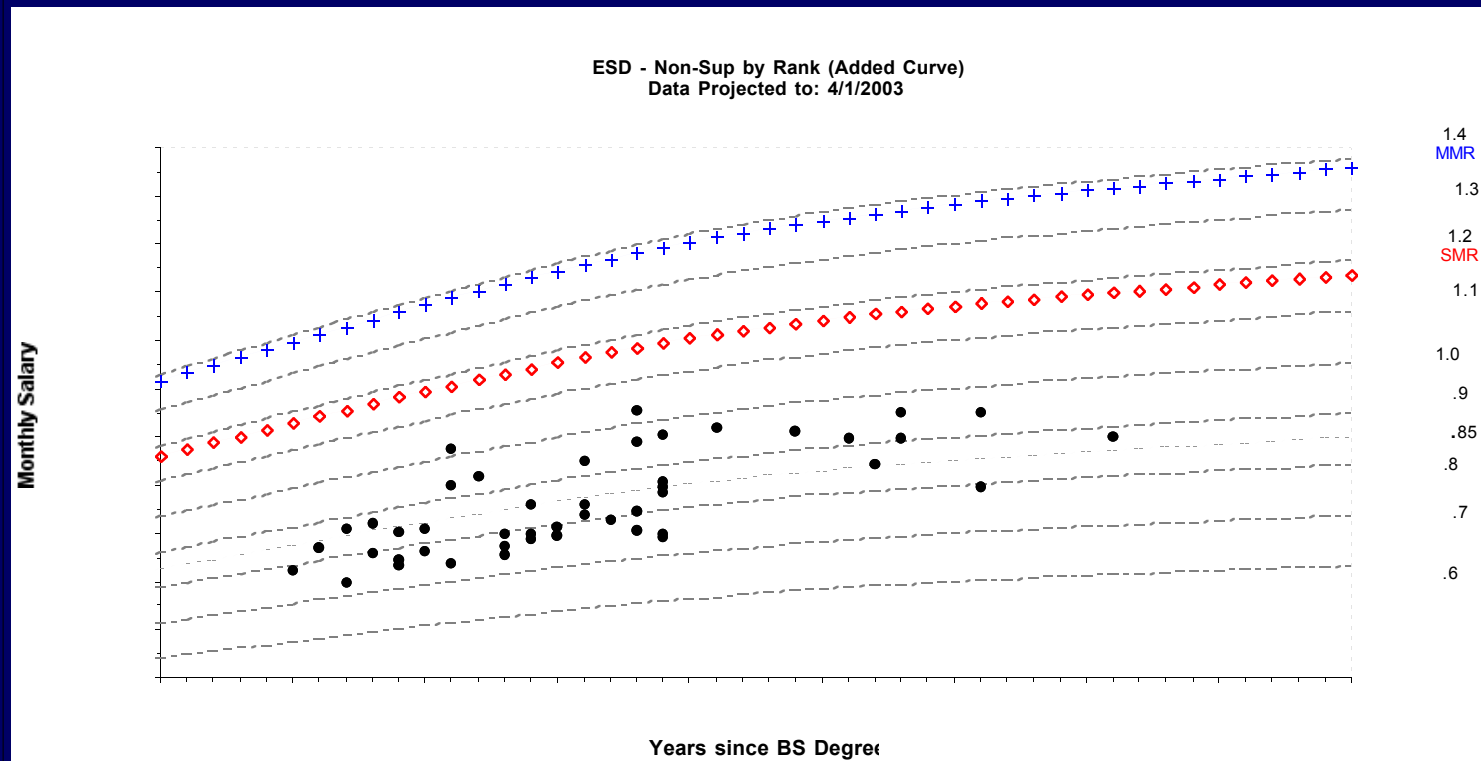
Salary Setting Process

.8
Physi

ESD - Non-Sup by Rank (Added Curve)
Data Projected to: 4/1/2003

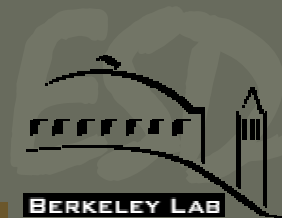


Salary Setting Process (cont.)

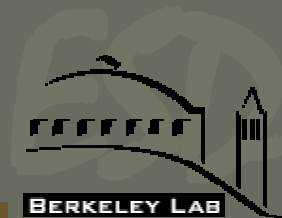


Scientific Talks

- *Isotopic Studies of Groundwater Transport*
—Mark Conrad
- *Acoustic Resonances in Geological Materials*
—Seiji Nakagawa



Professional Development & Communication



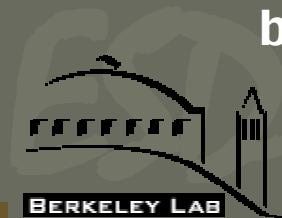
Accomplishments/Professional Development

■ October 2001

- Provide mentoring and training our future leaders
 - l English verbal skills
 - l Proposal writing
 - l Effective communication
 - l Time management
 - l Writing technical papers
- Provide training to create and enhance supervisor skills

■ October 2002

- On-going, need to formalize some training
- 6 month course completed
- Karsten and Yu-Shu held class
- Ernie and Terry held class
- Still needed
- Karsten and Yu-Shu held class
- Still needed
- The Lab offered a class in 2000 on the “science of scientific writing”. We will see if it can be offered again



Accomplishments/Communications

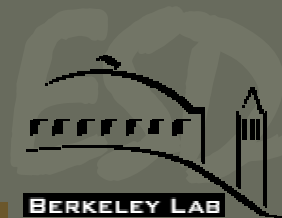
■ October 2001

- Periodic Town Hall Meetings
- Circulate minutes from Division Council meetings
- Monthly/weekly department/program meetings
- Attract world class scientists to lecture at LBNL

■ October 2002

- We have had quarterly ones
- Not much interest. Should we do this?
- We have implemented regular, announced meetings
- The Paul A. Witherspoon Distinguished Seminar Series
 - I Charles Fairhurst 8/30
 - I NEXT – Stephen Pacala November 1st

PLEASE PLAN TO ATTEND!



Policies & Procedures/Finance

- **BUDGET RESPONSIBILITY** – Line management is responsible for authorizing all financial expenditures. This includes:

- Travel expenses – authorization will become electronic with new system, eliminating authorization and voucher forms
 - Procurement/ProCard expenses

- **PIs are responsible for managing the finances of their projects.**
- **PIs have \$10K signature authority.**

Berkeley National Laboratory Domestic Travel 2002 Authorization
Trip No: G7776

Traveler Name: Bodvarsson, Gudmundur S	Employee no: 084353	Phone: 510/486-4789	Fax: 510/486-7714	Traveler Mailstop: 90R1116
Assigned Division: Directorate	Traveler Status: Employee/DOE Contractor	Source of Funds: DOE		
Project ID: 465101	Funding Division: Earth Science	Employer (if not LBNL)		

Departure Date: 10/20/2002 **Return Date:** 10/21/2002 **Departure City:** SFO MD

Destinations	From	To	Cat	Purpose	Max Lodging	MIE	Actual Lodging
1. SF, MD	10/20/2002	10/21/2002	01	Programmatic Planning Meeting			
2.							
3.							
4.							

Expense Type	CAP Amt	non-CAP	Paid-by-others	Totals
1. Airfare	2307			2307
2. Ground Trans.				
3. Car Rental	80			80
4. Lodging	150			150
5. Per Diem	46			46
6. Reg. Fee				
7. Other	50			50
Totals	2633			2633

This travel is necessary in connection with official business of University of California. The cost will be subject to reimbursement.

TRAVELER APPROVAL:
 Dept. / Program Administration: _____
 Dept. / Program Lead Approval: _____
 Division Approval: _____
 Division Director Approval: _____

Remarks:
 Prepared by: Nina Lucido Phone: x7 _____

TRAVEL EXPENSE REPORT Trip Number: _____
Use for DOMESTIC TRAVEL ONLY. Submit original receipts with this Expense Report to Travel, 937-500

University of California
 Ernest Orlando Lawrence
 Berkeley National Laboratory

Traveler's Name (Last, First / MI) _____ **Employee Number** _____ **Mailstop** _____ **Phone No. or Lab Extension** _____

For expenses from (date) through (date) # Personal days _____ Business Cities _____

Business Purpose: _____ **Traveler's Status:** ☐ Employee ☐ non-Employee

Project Number: _____

Y	R	A	V	E	L	TOTALS
Date	From Location	Depart Time	To Location	Arrival Time		
BUSINESS EXPENSES						
1	Airfare					1
2	Rental Car					2
3	Rental Car Gas					3
4	Parking					4
5	Ground Transportation					5
6	Tolls					6
7	Other Transportation*					7
8	Private Auto Mileage*					8
9	Mileage Cost @ 36.5¢/mi					9
10	Lodging					10
11	Lodging Tax					11
12	Calte Official/Personal					12
13	M&IE Claim					13
14	M&IE Allowable					14
15	Registration Fees					15
16	ATM Fees					16
17	Misc Expenses*					17
Total Lines 1-17						

MAIL CHECK TO: _____ **Prepaid Airfare:** _____
Requires explanation in Business Expenses section: Paid by Others: _____

1. Has the airline ticket provided you by the Berkeley Lab been exchanged, reissued, or refunded? ☐ Yes ☐ No **Advances:** _____

2. CREDIT VISA ACCOUNT? If yes **Net Cost (Accounting Use Only):** \$0.00 **Balance:** \$0.00

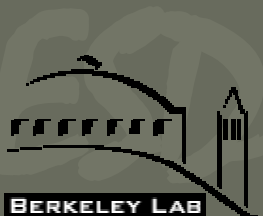
EXPLANATION OF BUSINESS EXPENSES (required for items marked with asterisk)

I certify that these expenses represent official Berkeley Lab business and authorize allowable expenses to be coded to the accounts listed.

I certify the foregoing, to the best of my knowledge, is a true statement of allowable expenses incurred for the official business of the University of California in accordance with Berkeley Lab policy and that expenses claimed are not being reimbursed by others.

Approved for Payment _____ **Traveler Signature** _____
 Date: _____ Date: _____

JULIAC-EXCEL EXPENSE REPORT



Policies & Procedures/Publications

■ PUBLICATION PROCEDURE


- I Discussed at last Town Hall and new forms are now available
- I Obtaining LBNL # is a Laboratory requirement based on DOE regulations (see RPM 5.02)
- I All publications must be cleared by the Patents Department
- I All publications must be reviewed (number of reviewers is based on type of publication)

ESD Earth Sciences Division		Publication Information Sheet		LBNL # _____	
<small>Please fill out and submit to the ESD reception desk with a hardcopy of your paper.</small>					
Report Contact _____		Today's Date _____		Date Report Completed _____	
Authors <small>(LBNL authors please initial)</small> _____		Account # _____		Ext. _____	
Title _____					
Access: <input type="checkbox"/> Unlimited <input type="checkbox"/> Limited Patent Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No # of Copies Needed _____ Date Needed _____					
The Proposed Publication Is: <input type="checkbox"/> Non-technical (doesn't describe any materials, apparatus, or related processes)					
<input type="checkbox"/> Technical (but only describes materials, apparatus or processes that are already known) <input type="checkbox"/> Describes a new material, apparatus or process					
<input type="checkbox"/> Topical Report					
<input type="checkbox"/> Book/Report					
<input type="checkbox"/> Book/Report Chapter Section Title (if different from title above) _____					
Publisher/Address _____ Editor(s) _____					
<input type="checkbox"/> Conference Publication <input type="checkbox"/> Abstract <input type="checkbox"/> Extended Abstract <input type="checkbox"/> Paper					
Conference Title _____					
Conference Sponsor _____					
City, State _____ Date _____					
<input type="checkbox"/> Journal					
Journal Status: <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted/In Press Volume/Number _____ Page Number _____ Year Pub. _____					
<input type="checkbox"/> Thesis <input type="checkbox"/> M.S. <input type="checkbox"/> Ph.D. College or University /Department _____					
<input type="checkbox"/> Other LBNL Publication: <input type="checkbox"/> PUB <input type="checkbox"/> LBID <input type="checkbox"/> DOE Deliverable					
Reviewers 1. _____					
2. _____					
Department Head Signature _____					
Funding Source (please check all that apply)					
Department of Energy:					
<input type="checkbox"/> U.S. DOE, Director, Office of Science (formerly Office of Energy Research)					
<input type="checkbox"/> U.S. DOE, Assistant Secretary for Energy Efficiency and Renewable Energy					
<input type="checkbox"/> U.S. DOE, Assistant Secretary for Environmental Management					
<input type="checkbox"/> U.S. DOE, Assistant Secretary for Environment, Safety and Health					
<input type="checkbox"/> U.S. DOE, Assistant Secretary for Fossil Energy					
<input type="checkbox"/> U.S. DOE, Office of Civilian Radioactive Waste Management					
<input type="checkbox"/> U.S. DOE, LDRD					
<input type="checkbox"/> U.S. DOE, Other DOE Funding _____					
<input type="checkbox"/> EPA (Required contract number or grant number) _____					
<input type="checkbox"/> NASA (Required contract number or grant number) _____					
<input type="checkbox"/> NIH (Required contract number or grant number) _____					
<input type="checkbox"/> NSF (Required contract number or grant number) _____					
<input type="checkbox"/> Industry (Required contract number or grant number) _____					
<input type="checkbox"/> Other (Free form text field) _____					
Program:					
<input type="checkbox"/> Nuclear Waste					
<input type="checkbox"/> Energy Resources					
<input type="checkbox"/> Environmental Remediation					
<input type="checkbox"/> Fundamental & Exploratory Research					
<input type="checkbox"/> Climate Change & Carbon Management					
Department:					
<input type="checkbox"/> Geochemistry					
<input type="checkbox"/> Geophysics & Geomechanics					
<input type="checkbox"/> Hydrology & Reservoir Dynamics					
<input type="checkbox"/> Microbial Ecology & Environmental Engineering					



Policies & Procedures/Consulting

- Request to Engage in Outside Employment – see full policy under RPM 2.20
- This form, signed by Supervisor, Department Head and Division Director, is required prior to performance of any outside consulting or employment
- Adherence to this policy protects the Lab from potential liability



Request to Engage in Outside Employment

Employee Information

Employee name _____

Employee no. _____ Payroll acc't. no. _____ Mailstop _____

Laboratory phone no. _____ Division _____

Outside Employment Information

Name of outside employer _____

Nature of outside employer's business _____

Nature of work you will be expected to perform (be specific) _____

Will you be on the outside employer's payroll? Yes ____ No ____

Estimated hours/month of outside work _____

Estimated term of employment: From _____ To _____

Do you have or will you have a written agreement with the outside employer? Yes ____ No ____

If yes, attach a copy and note that any claim by the organization for rights to inventions must be modified to protect Laboratory patent interests by inclusion of the language provided in RPM Section 2.20 (Patent Agreements). Any such agreement must be reviewed by LBNL Patent Counsel, and a memorandum from that office must be included with this form, attesting that the agreement with the outside employer is consistent with Laboratory patent policy.

To the best of your knowledge, is any other LBNL employee with whom you have a reporting relationship providing or planning to provide service to the above named organization? Yes ____ No ____

If yes, identify each such employee and describe his/her/their duties with the outside organization. _____




Policies & Procedures/ Teaching

- Request to teach must be approved by Division Director – RPM 2.20(E) Form available on the web

- *De minimus* – one semester every other year (policy proposed by Director Shank in 2000)

- Multi-Location appointment – allows employee to maintain full LBNL status and we bill UC for salary+burden. Employee must negotiate with UC department on salary.



Berkeley Laboratory
Deputy Director for Operations
M/S 50A-4112
Ext. 6120 Fax: 6498

October 31, 2000

To: C. V. Shank
P. J. Oddone
Division Directors

Fr: Klaus Berkner *Klaus*

Subj: De Minimus Teaching

DOE/OAK has approved the Laboratory's proposed implementation of the De Minimus Teaching Arrangement. The concept was proposed by Laboratory Director Shank and approved by DOE Office of Science.

In short, the agreement allows LBNL employees to teach up to the equivalent of one semester course, at the University of California, every other year without compensation from the University, with the stipulation that participants are fully responsible for accomplishing their "Laboratory science responsibilities".

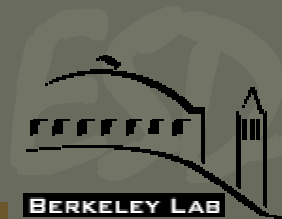
Attached are the changes to RPM 2.20 Out which document how the lab will implement

KHB:g
Attachment

Request to Teach at University of California	
Employee Information	
Employee name: _____	Division: _____
Employee no.: _____	Mailstop: _____
Laboratory phone no.: _____	Date: _____
<input type="checkbox"/> University Extension Course	Course name: _____ UC campus: _____ UC division/department: _____ Date of course: From _____ to _____ <input type="checkbox"/> Outside of normal work hours <input type="checkbox"/> During normal work hours
<input type="checkbox"/> UC Campus Courses	Course name: _____ UC campus: _____ UC division/department: _____ Date of course: From _____ to _____ % appointment: _____ Type of appointment: _____
<input type="checkbox"/> De Minimus Course Assignment	Course name: _____ UC campus: _____ UC division/department: _____ Date of course: From _____ to _____ % taught by you: _____ Last de minimus course you taught Course name: _____ UC campus: _____ UC division/department: _____ Date of seminar: From _____ to _____ % taught by you: _____
<input type="checkbox"/> Seminars	Seminar name: _____ Date of seminar: From _____ to _____ Last seminar you taught Seminar name: _____ Date of seminar: From _____ to _____
Division Director Approval: _____ Date: _____	



OUR PEOPLE



Our People: Achievements

■ **DOE Award:**
—Ernie Majer

■ **SPOT Awards:**

**Development & Design of the
Portable X-ray Scanner**

—Barry Freifeld
—Jacob Pruess
—Tim Kneafsey

YMP Analysis/Model Report

—Yvonne Tsang
—Pat Dobson
—Randy Hedegaard

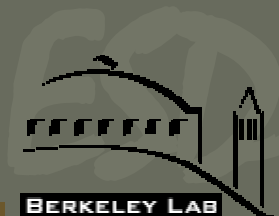
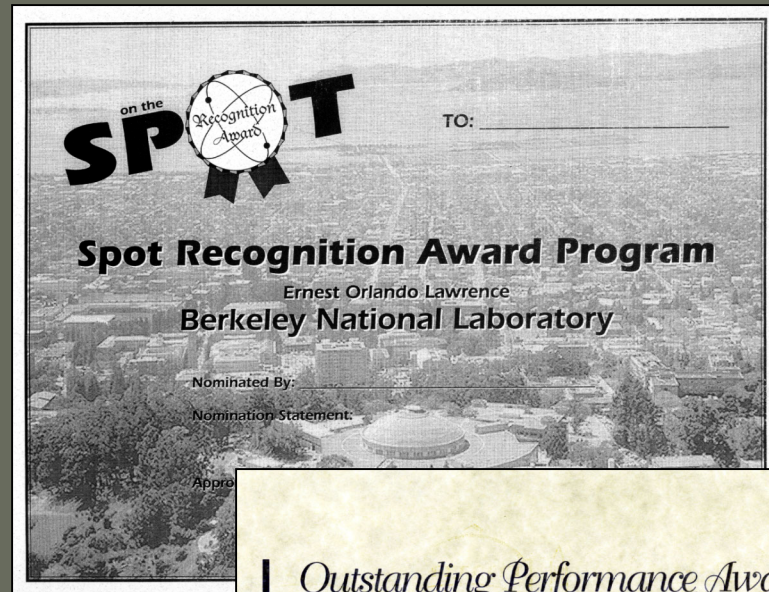
Nanogeoscience Workshop

—Carol Taliaferro

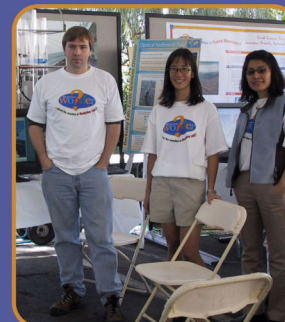
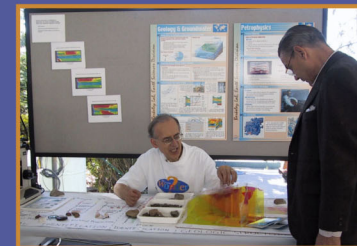
■ **Outstanding Performance
Award (OPA):**

Yucca Mountain Virtual Tour

—Roy Kaltschmidt



Our People – Berkeley Lab Open House



Earth Sciences Division Picnic



Feedback — Suggestions

“Need to take better advantage of being close to UC”

“disproportionate fraction of ESD LDRD support to UCB”

“ESD management and staff still need to “buy into” our safety program”

“there appears to be a procedural rigidity and an overburden of paperwork”

“getting the Chemical Analytical Laboratory (EML) up to full capability and efficiency would be valuable”

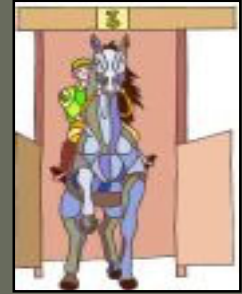
“I am still confused by the expectations of the Division with respect to our publications”

“cleaning the windows and the heat”

“Need fresher and better tasting ice cream on a stick at the snack downstairs”

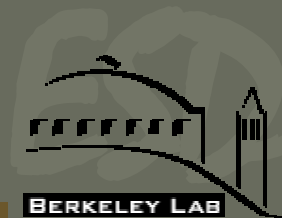


Focus on Initiatives



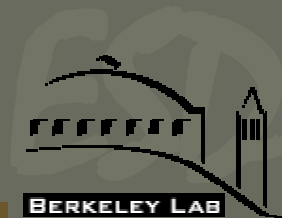
Drivers for new initiatives include:

- **Building on Yucca Mountain work to develop a second repository**
- **There is a growing demand for natural gas for electricity**
- **California water quality crisis**
- **Redirection of EM Program**
- **Vadose Zone Studies**



FY03 Emphasis

- Define our research focus areas and their leaders
- Mentoring and succession planning
- Turning our “ponds” into “lakes”
- Increase scientific publication output; add articles in *Science* and *Nature*
- Project Progress and Improvement Discussions. Annual review of every ESD project with PI and Division Director to report on what and how your project is doing
- Clearly define expectations for everyone



Our Future Location

■ Potential Locations for ESD unification:

- I 50X
- I Western Research Campus
- I Berkeley Lab

